

**BY ORDER OF THE COMMANDER
42D AIR BASE WING (AETC)**

MAXWELL AFB INSTRUCTION 36-2802

12 JANUARY 2004



Personnel

**WING AND TEAM MAXWELL/GUNTER QUARTERLY AND
ANNUAL RECOGNITION PROGRAMS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(CMSgt Robert Moore)
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(Col John A. Neubauer)
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This instruction implements AFD 36-28, *Air Force Awards and Decorations Program* and AFI 36-2805, *Special Trophies and Awards*. It establishes policies and procedures relating to the 42d Air Base Wing (42 ABW) and Team Maxwell/Gunter quarterly and annual award programs, which is designed to recognize outstanding Company Grade Officers (CGO); Senior Noncommissioned Officers (SNCO); Noncommissioned Officers (NCO); Junior Enlisted Members (JEM); First Sergeants (1st Sgts) and Additional Duty First Sergeants (ADFS) (annual only); Honor Guard Members (HGM); and Civilian Employees assigned to or associated with the 42 ABW and Maxwell/Gunter AFB. This program provides recognition for outstanding military and civilian members who demonstrate exceptional duty performance, personal character, integrity, initiative, and effort to improve themselves, as well as, to enhance their unit's efficiency and effectiveness. This publication does apply to the US Air Force Reserves, Air National Guard and Army National Guard members or units assigned to or associated with the 42 ABW and Maxwell/Gunter AFB.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

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1. Award Categories:

1.1. Company Grade Officer (CGO) Category. CGOs in grades O-1 through O-3 (excluding O-4 selects).

1.2. Senior Noncommissioned Officer (SNCO) Category. SNCOs in grades E-7 and E-8 (excluding E-9 selects).

1.3. Noncommissioned Officer (NCO) Category. NCOs in grades E-5 and E-6.

1.4. Junior Enlisted Member (JEM) Category. JEMs in grades E-1 through E-4.

1.5. First Sergeant (1st Sgt) Category. 1st Sgts who have graduated from the USAF First Sergeant's Academy, been awarded the 8F000 SDI and are currently performing duty in an authorized/funded position.

1.6. Additional Duty First Sergeant (ADFS) category. NCOs/SNCOs fulfilling first sergeant duties in an organization or unit for 6 or more months during the period of consideration.

1.7. Honor Guard Member (HGM) Category. HGMs who have completed initial training and are currently performing duties as a Base Honor Guard Ceremonial Guardsman.

1.7.1. There is only one category of competition for the quarterly Honor Guard Member of the Quarter award. For the annual competition, there are four categories for competition. HGMs in the grades of E-1 through E-4 will compete in the airman category; HGMs in the grades of E-5 through E-7 will compete in the NCO category; HGMs in the officer grades may compete in the officer category; flight chief for each flight will compete for flight chief category award.

1.8. Civilian Categories. The civilian categories will be managed by the Maxwell Support Division (MSD) contractors, MSD/SSHA, collocated in the Military Personnel Flight (MPF), Awards and Decorations section.

1.8.1. Category I. Grades GS-1 through GS-6, NA-1 through NA-14, NF-I and NF-II, NL-1 through NL-12, NS-1 through NS-5, WG-1 through WG-10, WL-1 through WL-5.

1.8.2. Category II. Grades GS-7 through GS-11, NA-15 and above, NF-III, NL-13 and above, NS-6 through NS-19, WL-6 through WL-12, WS-1 through WS-8.

1.8.3. Category III. Grades GS-12 and above, NF-IV and NF-V, WL-13 through WL-15, WS-9 and above.

2. Award Periods and Titles:

2.1. Quarterly awards periods are 1 January through 31 March (1st Qtr), 1 April through 30 June (2d Qtr), 1 July through 30 September (3rd Qtr), and 1 October through 31 December (4th Qtr). The resulting award titles are Team Maxwell/Gunter: CGO of the Qtr; SNCO of the Qtr; NCO of the Qtr; JEM of the Qtr; HGM of the Qtr; Civilian of the Qtr, Category I; Civilian of the Qtr, Category II; Civilian of the Qtr, Category III. "42 ABW" will be used for those members who compete and are selected for recognition in the 42 ABW program.

2.2. The annual awards period is 1 January through 31 December. The resulting award titles are Team Maxwell/Gunter: CGO of the Yr; SNCO of the Yr; NCO of the Yr; JEM of the Yr; 1st Sgt of the Yr; ADFS of the Yr; HGM of the Yr, Amn Category; HGM of the Yr, NCO Category; HGM of the Yr, Officer Category; HGM of the Yr, Flight Chief Category; Civilian of the Yr, Category I; Civilian of the Yr, Category II; and Civilian of the Yr, Category III. "42 ABW" will be used for those members who compete and are selected for recognition in the 42 ABW program.

3. Nomination Requirements:

3.1. Personnel must be assigned to or associated with Maxwell/Gunter AFB for a minimum of one-half the nomination period to be eligible for consideration in Maxwell/Gunter recognition programs and assigned to any 42 ABW unit for a minimum of one-half the nomination period to be eligible for consideration in 42 ABW recognition programs. The time required is 45 days for quarterly and six months for annual consideration.

3.2. Personnel must have served in one of the applicable ranks or grades from paragraphs 1.1 through 1.8 of this instruction by the last day of the nomination period to be eligible.

3.2.1. Quarterly nominees will be nominated and compete in the category of the rank or grade they possessed for the majority of the quarter (minimum 46 days). Personnel with a promotion sequence number will compete with their respective peers in the rank they currently possess at the time of the nomination.

3.2.2. Annual nominees will be nominated and compete in the category of the rank or grade they possessed for the majority of the year (minimum 6 months and 1 day). First sergeants will be nominated by the unit/organization where they spent the majority of the nomination period.

3.3. Nominees must not be on, nor have been on, the control roster during the award period; currently on or previously not meeting minimum acceptable standards on the weight management or fitness assessment program during the award period; not currently under investigation during the award period and must not have had an open/active unfavorable information file (UIF) or Article 15 during the award period.

4. Nomination Procedures:

4.1. Groups/units will establish their own instruction procedures for determining their nominees.

4.1.1. Annual nominations are not limited to prior 42 ABW or Maxwell/Gunter quarterly award winners.

4.1.2. If a military nominee cannot attend the board (if applicable) due to unforeseen circumstances (contingency deployment, TDY, emergency leave, hospitalization), the 42 ABW Command Chief Master Sergeant (42 ABW/CCC) or designated representative will determine if the member will receive the average of the Bearing and Behavior, Dress and Appearance, and Communication scores or whether the board will consider package-only for all nominees. Regular leave is not an unforeseen circumstance unless the member will incur a personal loss and or the leave is unrecoverable (cannot be taken at another time).

4.2. Nomination authority and eligibility includes:

4.2.1. The 42 Mission Support Group (42 MSG), 42 Medical Group (42 MDG), and the 42 ABW Staff Agencies (WSA) may nominate one individual in each category to be considered by the quarterly and annual boards for the 42 ABW recognition program.

4.2.2. 42 ABW, Headquarters Air University (AU), Headquarters Standard Systems Group (SSG) and combined Tenant/Associate units may nominate one individual in each category to be considered by the quarterly and annual boards for the Maxwell/Gunter Recognition Program.

4.2.3. Only those units whose first sergeant is in an authorized/funded 8F000 position and has graduated from the USAF First Sergeant's Academy may nominate their first sergeant for First Sergeant of the Year.

4.2.4. Only an honor guard flight chief, superintendent, and or OIC may nominate members for an HGM award (one member per flight per category) who are actively participating in the program.

4.3. Military nomination packages flow from individual squadron or unit selection boards, through group level boards (where applicable), and then to the 42 ABW and Maxwell/Gunter boards. In the interest of professional development, feedback from the board members to nominees on their performance is strongly encouraged at every level (squadron/unit, group, wing and base).

4.4. Civilian nomination packages flow from individual squadron or unit selection boards, through group level boards (where applicable), and then to the 42 ABW and Maxwell/Gunter boards.

4.5. Document each quarterly nomination using only 25 lines (including headings) of AF IMT 1206, *Nomination for Award*. Document each annual nomination using one full side (front) of one AF IMT 1206.

4.6. Organizations will prepare nominations in accordance with Attachments 2 through 5 of this instruction. Submit the original and four copies (legible reproductions) of AF IMT 1206 and applicable score sheet (Attachments 6 through 9). Submissions and negative replies are required in writing in accordance with Attachment 10.

4.7. Names and Package Deadlines:

4.7.1. 42 ABW names of quarterly board members are due by 1200 hours on the fifth of January, April, July and October. Quarterly nomination packages are due by 1200 hours on the fourteenth of January, April, July and October. Names of annual board members are due by 1200 hours on the twentieth of January. Annual nomination packages are due by 1200 hours on the twenty-third of January. Should any of these days be a weekend or holiday, packages will be due the next duty day or as determined by the 42 ABW/CCC or the 42 ABW and Maxwell/Gunter Recognition Program Manager.

4.7.2. Maxwell/Gunter names of quarterly board members are due by 1200 hours on the sixth of May, August, November and January. Quarterly nomination packages are due by 1200 hours on the twelfth of May, August, November and January. Names of annual board members are due by 1200 hours on the fourth of February. Annual nomination packages are due by 1200 hours on the tenth of February. Should any of these days be a weekend or a holiday, packages will be due the next duty day or as determined by the 42 ABW/CCC.

4.7.3. Forward CGO, SNCO, NCO, JEM, 1st Sgt, ADFS, HGM and civilian packages to the 42 ABW/CCC.

4.7.4. Packages not received by the deadline will be returned without action.

5. Selection Board Compositions:

5.1. Board Composition will be made up of field grade officers (FGO), SNCOs, NCOs and civilians assigned to or associated with Maxwell/Gunter AFB. All FGOs in the grade of O-4 through O-6, NCOs in the grades of E-6 through CMSgt or equivalents and civilians in the grades of WG/WS/GS-7 and above assigned to or associated with Maxwell/Gunter AFB are eligible to serve as board members. A minimum of four members constitute a board. When possible, board members will be comprised of a member from the 42 ABW, AU, SSG and Tenant/Associate Units and will consist of the following:

5.1.1. CGO: One O-5 and three O-4s.

5.1.2. SNCO: One CMSgt or equivalent and three E-9s/E-8s.

5.1.3. NCO: One CMSgt or equivalent and three E-8s/E-7s.

5.1.4. JEM: One SMSgt or equivalent, two E-8s/E-7s and one E-6.

5.1.5. First Sgt of the Year: The 42 ABW/CCC will serve as the board president. The board will consist of at least three additional members; at least one CMSgt first sergeant (if available) and two CMSgts or equivalents, who are selected by the 42 ABW/CCC.

5.1.6. ADFS of the Year: The President, Maxwell/Gunter First Sergeant's Council, will serve as a board member and will select at least three additional members who are part of the Maxwell/Gunter First Sergeant's Council. All must be first sergeants (AFSC 8F000) and one must be a CMSgt first sergeant (if available), who will serve as the board president. If a CMSgt First Sergeant is not available, the next senior first sergeant will serve as the board president.

5.1.7. HGM of the Year: The 42 ABW/CCC, or his or her designated representative, will serve as the board president. The board will consist of at least three additional members; one of which is the superintendent or the OIC of the honor guard.

5.1.8. Civilian: One civilian in the grade of WS/GM/GS-13 or above (board president), one civilian in the grade of WS-11/GS-12 or above (selected by the Chief of Civilian Personnel) and two others of equal or greater equivalent grade.

5.1.9. Units will use a rotating board composition schedule for all categories to determine board president/member requirements.

5.2. Board Questions (when applicable):

5.2.1. CGO: Board members ask factually based opinionated questions. They must address issues concerning the US Government, DOD, United States Air Force or Maxwell/Gunter AFB. Sources include, but are not limited to, *Airman Magazine*, *Air Force Times*, local newspapers, television (local, national and international news) and the base newspaper.

5.2.2. JEM, NCO, SNCO, 1st Sgt and ADFS: Board members ask factually based opinionated questions. They must address issues concerning the US Government, DOD, United States Air Force or Maxwell/Gunter AFB. Sources include, but are not limited to, AFPAM 36-2241, Volume I, *Promotion Fitness Examination (PFE) Study Guide*, & Volume II, *USAF Supervisory Examination (USAFSE) Study Guide*, (Vol II for Senior NCOs and first sergeants only); AFMAN 10-100, *Airman's Manual*; *Airman Magazine*; *Air Force Times*; local newspapers; television (local, national and international news) and the base newspaper.

5.2.3. HGM: Board members ask factually based opinionated questions. They must address issues concerning the US Government, DOD, United States Air Force or Maxwell/Gunter AFB. Sources include, but are not limited to, AFPAM 36-2241, Volume I, *Promotion Fitness Examination (PFE) Study Guide*, & Volume II, *USAF Supervisory Examination (USAFSE) Study Guide*; AFMAN 10-100, *Airman's Manual*;

Airman Magazine; Air Force Times; local newspapers; television (local, national and international news) and the base newspaper.

5.2.3.1. Board members will also ask factually based questions that will explore the nominees' depth of knowledge in Honor Guard related subjects.

5.2.4. Civilian: Not applicable. Nominees are evaluated by package only.

5.3. Board Evaluations:

5.3.1. JEM, NCO, SNCO, 1st Sgt, and CGO. Board members use the score sheet at [Attachment 6](#) to rate the individual nomination packages.

5.3.2. HGM. Board members use the score sheet at [Attachment 7](#) to rate the individual nomination packages.

5.3.3. ADFS. Board members use the score sheet at [Attachment 8](#) to rate the individual nomination packages.

5.3.4. Civilian. Board members use the score sheet at [Attachment 9](#) to rate the individual nomination packages.

5.4. Award winner selection will be determined by the nominee who has the highest cumulative point total from each category, with the final approval made by the 42 ABW/CC. This applies to both the 42 ABW and Maxwell/Gunter Recognition Programs.

5.4.1. JEM, NCO, SNCO, 1st Sgt, ADFS, HGM and CGO. The board president reviews all score sheets, and enters all scores onto the master score sheet, [Attachment 11](#). When the board has concluded, the board recorder hand-carries all the score sheets to the 42 ABW/CCC Award Program Manager.

5.4.2. Civilian. The board president reviews all score sheets, passes them to the board recorder who then enters all scores onto the master score sheet, [Attachment 11](#). When the board has concluded, the board recorder hand-carries all the score sheets to MSD/SSHA for processing to the 42 ABW/CCC Award Program Manager.

5.4.3. The 42 ABW winners are announced at the 42 ABW Quarterly Awards Ceremonies and Annual Awards Banquet. Team Maxwell/Gunter winners are announced at the Maxwell/Gunter AFB Quarterly Awards Luncheons and Annual Awards Banquet.

5.4.4. The 42 ABW military winners in their category will be nominated to AU for annual award consideration and follow-on competition in the AETC and Air Force 12 Outstanding Airman of the Year (12 OAY) Program (Ref: AFI 36-2805, *Special Trophies and Awards*). Tenant/Associate winners not assigned to an AETC unit will participate in the 12 OAY Program through their parent command.

5.4.5. Each enlisted military annual winner must sign a statement of intent agreeing that if selected as a AU and MAJCOM nominee, they will obtain the required retention to

compete at Air Force level. All MAJCOM nominees must have sufficient retention to serve on the AFA Enlisted Advisory Council for a 12-month period commencing the month of their induction (September), if selected as one of the 12 OAY.

6. Responsibilities:

6.1. The 42d Air Base Wing Commander (42 ABW/CC) will:

6.1.1. Have approval authority over board recommendations for all 42 ABW and Team Maxwell/Gunter award recipients.

6.1.2. Present awards during the recognition programs, if available.

6.2. The 42d Air Base Wing Command Chief Master Sergeant (42 ABW/CCC) will:

6.2.1. Act as the overall 42 ABW and Team Maxwell/Gunter Recognition Program Manager.

6.2.2. Request 42 ABW/CV select FGOs and organization representatives or their designates' select SNCOs and NCOs to serve as board members. The 42 ABW/CCC will select First Sergeant and HGM of the Year board members. Board members **will not** be in the direct rating chain of command of a nominee (rater or rater's rater) for any board conducted under this recognition program.

6.2.3. Schedule date, times and locations for CGO, SNCO, NCO, JEM, 1st Sgt, ADFS, HGM and civilian boards.

6.2.4. Notify organization representatives or their designates and board presidents of dates, times and locations boards will convene.

6.2.5. Brief the board presidents on procedures before board convening date. Provide president with the names, ranks, units, and duty phone numbers of fellow board members.

6.2.6. Prepare folders with copies of nominee's package before board convening date. Nomination folders for civilian personnel will be prepared by MSD/SSHA before the civilian board convening date.

6.2.7. Convene a committee comprised of representatives from the 42 ABW, AU, SSG, the Tenant/Associate units, and the Maxwell/Gunter First Sergeant's Council to review the complete recognition programs instruction no later than 1 February of each year; to determine if the instruction is still valid or if corrections/modifications need to be made.

6.3. The Board President will:

- 6.3.1. Contact each board member to notify them of the date, time and place the board will convene. Ensure the use of score sheets at Attachments 6 through 9 to determine winner.
- 6.3.2. Ensure nominations are given a fair and equitable evaluation.
- 6.3.3. Review, reconcile (if necessary), collect all score sheets and record/annotate onto the Master Score Sheet.
- 6.3.4. Advise board members not to reveal their scores prior to the announcement by the 42 ABW Commander.
- 6.3.5. Provide a greeter for their respective board (if applicable) to give reporting instructions.
- 6.3.6. Compile feedback concerning nominees' presentation and forward to 42 ABW/CCC no later than 1 duty day after all nominees have met the board.
- 6.3.7. Written feedback will be available to nominees, upon request, after the winners have been formally announced.
- 6.3.8. Rank each nominee or nomination package on the Board President Master Score Sheet. The rankings provided will be solely based on the review of each package. These scores will be used only as a tiebreaker if required.

6.4. 42d Air Base Wing Protocol (42 ABW/CCP) will:

- 6.4.1. Extend invitations to civilian community distinguished visitors (DV) for the 42 ABW and Team Maxwell/Gunter quarterly and annual programs.
- 6.4.2. Coordinate RSVPs with the Maxwell/Gunter Top III Council and the Maxwell/Gunter First Sergeant's Council points of contact (POC) to ensure sufficient seating.
- 6.4.3. Announce through the media the date, time and location of the quarterly or annual awards recognition programs. Ensure appropriate publicity is accomplished through the base news media, base bulletin and, if desired by the award winner, process a hometown news release.

6.5. The 42 ABW Command Chief Administrative Assistant (42 ABW/CCCA) will:

- 6.5.1. Act as the overall 42 ABW and Team Maxwell/Gunter Recognition Program Monitor and designated representative of the 42 ABW/CCC on all matters pertaining to the program.
- 6.5.2. Procure awards for each winner and obtain appropriate engraving.

6.5.3. Prepare congratulatory letters for signature by 42 ABW/CCC and 42 ABW/CC for CGOs.

6.5.4. Provide the Maxwell/Gunter AFB First Sergeants Council and the Maxwell/Gunter Top III Council with support as necessary (comply with DoDD 5500.7, *Standards of Conduct*).

6.5.5. Coordinate and schedule dates for the quarterly awards breakfasts, luncheons and annual awards banquets with the club manager or the designated representative.

6.5.6. Schedule winners for photo appointments (two 8x10 color each). Post photos on the awards recognition boards.

6.5.7. Coordinate Maxwell/Gunter Annual Awards dates with AU/CCCE to preclude conflicts with the AU Annual Awards program.

6.6. The 42 ABW First Sergeants will:

6.6.1. Coordinate with 42 ABW/CCCA to determine dates of the 42 ABW Quarterly Awards Ceremonies and the Annual Awards Banquet.

6.6.2. Coordinate with the club manager or the designated representative to establish the menu and pricing for each event.

6.6.3. Establish a POC in each organization, send out and collect all pro rata sheets, and turn in the estimated number of attendees to the club manager or the designated representative no later than 48 hours prior to each event.

6.6.4. Prepare the script and program for each event. Provide a draft of each for 42 ABW/CCC review no later than 72 hours prior to each event.

6.6.5. Contact and confirm appropriate support from the Chapel, Honor Guard, and Photo Lab for each event.

6.6.6. Work closely 42 ABW/CCP and 42 ABW/CCCA as they contact all on- and off-base organizations supporting the awards program, confirm their attendance/non-attendance, and establish a seating plan and chart.

6.6.7. Provide a Master of Ceremonies for all 42 ABW Quarterly Awards Ceremonies and, as requested, for the Annual Awards Banquet.

6.6.8. Contact all 42 ABW nominees and coordinate uniform/dress requirements, rehearsal times, and general information for each event.

6.6.9. All 42 ABW First Sergeants will assist in the set-up and practices for each event.

6.7. The Maxwell/Gunter AFB First Sergeants Council will:

6.7.1. Coordinate with 42 ABW/CCCA to determine dates of the Team Maxwell/Gunter Quarterly Awards Luncheons and the Annual Awards Banquet.

6.7.2. Coordinate with the club manager or the designated representative to establish the menu and pricing for each event.

6.7.3. Establish a POC in each organization, send out and collect all pro rata sheets, and turn in the estimated number of attendees to the club manager or the designated representative no later than 48 hours prior to each event.

6.7.4. Prepare the script and program for each event. Provide a draft of each for 42 ABW/CCC review no later than 72 hours prior to each event.

6.7.5. Contact and confirm appropriate support from the Chapel, Honor Guard and Photo Lab for each event.

6.7.6. Work closely 42 ABW/CCP and 42 ABW/CCCA as they contact all on- and off-base organizations supporting the awards program, confirm their attendance/non-attendance and establish a seating plan and chart.

6.7.7. Provide a Master of Ceremonies for all Team Maxwell/Gunter Quarterly Awards Luncheons and, as requested, for the Annual Awards Banquet.

6.7.8. Contact all Team Maxwell/Gunter nominees and coordinate uniform/dress requirements, rehearsal times and general information for each event.

6.7.9. All 1st Sgts, including Additional Duty 1st Sgts, will assist in the set-up and practices for each event.

6.8. IMTs Adopted. AF IMT 1206, **Nomination for Award.**

JOHN A. NEUBAUER
Colonel, USAF
Commander, 42d Air Base Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Executive Order (E.O.) 9397 (SSN)

DoDD 5500.7, *Standards of Conduct*

AFPD 36-28, *Air Force Awards and Decorations Program*

AFI 36-2805, *Special Trophies and Awards*

AFMAN 10-100, *Airman's Manual*

AFMAN 36-2125, Volume 3, *Mechanized Personnel Procedures*

AFMAN 36-2601, *Military Personnel Records System*

AFPAM 36-2241, Volume I, *Promotion Fitness Examination (PFE) Study Guide*

AFPAM 36-2241, Volume II, *USAF Supervisory Examination (USAFSE) Study Guide*

Abbreviations and Acronyms

ADFS – Additional Duty First Sergeant

AETC – Air Education and Training Command

AFSC – Air Force Specialty Code

AU – Air University

CGO – Company Grade Officer (grades O1 – O3)

DOD – Department of Defense

FGO – Field Grade Officer (grades O4 – O6)

HGM – Honor Guard Member

JEM – Junior Enlisted Member (grades E1 – E4)

MAJCOM – Major Command

MPF – Military Personnel Flight

MSD – Maxwell Support Division, DynCorp – a CSC Company

NCO – Noncommissioned Officer (grades E5 and E6)

OAY – Outstanding Airmen of the Year

OIC – Officer in Charge

POC – Point of Contact

QTR – Quarter

SNCO – Senior Noncommissioned Officer (grades E7 – E9)

SSG – Standard Systems Group

UIF – Unfavorable Information File

YR – Year

Attachment 2

SAMPLE AF IMT 1206 (CGO/ENLISTED)

| NOMINATION FOR AWARD | | |
|---|--|------------------------------|
| AWARD Airman of the Quarter | CATEGORY (If Applicable) Amn, NCO, SNCO, CGO | AWARD PERIOD Jul - Sep 03 |
| RANK/NAME OF NOMINEE (First, Middle Initial, Last) A1C/Doe, John M. | SSN (Enter Last 4 Only) 1234 | MAJCOM, FOA, OR DRU AETC |
| DAFSC/DUTY TITLE 3C051/System Administrator | NOMINEE'S TELEPHONE (DSN & Commercial) DSN 493-4567 COMM (334) 953-4567 | |
| UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 42 CS/SCXYZ 401 Chennault Circle, Maxwell AFB AL 36112-1234 | | |
| RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) / COMMANDER'S TELEPHONE (DSN & Commercial) Major/Chip A. Hazard/DSN 493-0001 COMM (334) 953-0001 | | |
| SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) | | |
| <p>LEADERSHIP AND JOB PERFORMANCE IN PRIMAY DUTIES:</p> <ul style="list-style-type: none"> - Limit quarterly nominations to only 22 lines (25 including category headings) - Limit annual nominations to one single page - Do NOT add achievements on the category heading lines - Use this category for those things done as part of the member's job during the nomination period only <p>SIGNIFICANT SELF-IMPROVEMENT:</p> <ul style="list-style-type: none"> - Self-explanatory (college, CDCs, formal schools, distant learning, CBTs, other) - Limit to only those self-improvement achievements completed during the nomination period <p>BASE OR COMMUNITY INVOLVEMENT:</p> <ul style="list-style-type: none"> - Identify noteworthy on- and off-base involvement and leadership | | |

Attachment 3

SAMPLE AF IMT 1206 (HONOR GUARD MEMBER)

| NOMINATION FOR AWARD | | |
|--|--|------------------------------|
| AWARD Honor Guard Member of the Year | CATEGORY (If Applicable) HGM | AWARD PERIOD Jan - Dec 03 |
| RANK/NAME OF NOMINEE (First, Middle Initial, Last) SSgt/Smith, Jane A. | SSN (Enter Last 4 Only) 2345 | MAJCOM, FOA, OR DRU AETC |
| DAFSC/DUTY TITLE NCOIC, "C" Flight, Maxwell-Gunter Honor Guard | NOMINEE'S TELEPHONE (DSN & Commercial) DSN 596-2233 COMM (334) 416-2233 | |
| UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 42 SVS 60 Maxwell Blvd, Maxwell AFB AL 36112-1234 | | |
| RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Lt Col/John B. Good/DSN 493-1234 COMM (334) 953-1234 | | |
| SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) | | |
| <p>LEADERSHIP AND JOB PERFORMANCE IN HONOR GUARD DUTIES:</p> <ul style="list-style-type: none"> - Limit quarterly nominations to only 22 lines (25 including category headings) - Limit annual nominations to one single page - Do NOT add achievements on the category heading lines - Limit to achievements performed as a member of the honor guard during the nomination period only - Include new initiative/techniques developed that positively impacted honor guard mission <p>SIGNIFICANT SELF-IMPROVEMENT:</p> <ul style="list-style-type: none"> - Self-explanatory (college, CDCs, formal schools, distant learning, CBTs, other) - Limit to only those self-improvement achievements completed during the nomination period <p>TRAINING, INSPECTIONS AND INITIATIVE</p> <ul style="list-style-type: none"> - Honor Guard specific items as recognized, documented and completed during the period <p>BASE OR COMMUNITY INVOLVEMENT:</p> <ul style="list-style-type: none"> - Identify noteworthy on- and off-base involvement and leadership | | |

Attachment 4

SAMPLE AF IMT 1206 (ADDITIONAL DUTY FIRST SERGEANT)

| NOMINATION FOR AWARD | | |
|--|--|------------------------------|
| AWARD Additional Duty First Sergeant of the Year | CATEGORY (If Applicable) ADFS | AWARD PERIOD Jan - Dec 03 |
| RANK/NAME OF NOMINEE (First, Middle Initial, Last) MSGT/Jones, John C. | SSN (Enter Last 4 Only) 3456 | MAJCOM, FOA, OR DRU AETC |
| DAFSC/DUTY TITLE 3A071/Information Manager/Additional Duty First Sergeant | NOMINEE'S TELEPHONE (DSN & Commercial) DSN 596-2222 COMM (334) 416-2222 | |
| UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 42 CS/SCXY 401 Chennault Circle, Maxwell AFB AL 36112-1234 | | |
| RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Col/Joan R. White/DSN 493-3333 COMM (334) 953-3333 | | |
| SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) | | |
| <p>RESPONSIBILITIES CURRENTLY PERFORMING IN PRIMARY AFSC:</p> <ul style="list-style-type: none"> - Only enter enough information to give the board a clear view of the scope of primary AFSC - This section is used only to show the broad scope of responsibilities of original career field - Limit annual nominations to one single page - Do NOT add achievements on the category heading lines <p>ACCOMPLISHMENTS IN UNIT AS ADDITIONAL DUTY FIRST SERGEANT:</p> <ul style="list-style-type: none"> - Consider contributions made to the unit as they affect: Morale, Health, Welfare, Readiness, and Discipline - Be specific and provide result-oriented bullets <p>FIRST SERGEANT'S COUNCIL INVOLVEMENT:</p> <ul style="list-style-type: none"> - Be specific and explain how the Additional Duty First Sergeant assists the council in meeting its goals - Consider: leadership roles within the council, participation in council sponsored events, fundraisers <p>BASE OR COMMUNITY INVOLVEMENT AS AN ADDITIONAL DUTY FIRST SERGEANT:</p> <ul style="list-style-type: none"> - Consider ADFS accomplishments that helped Maxwell-Gunter and the off-base community | | |

Attachment 5

SAMPLE AF IMT 1206 (CIVILIAN)

| NOMINATION FOR AWARD | | |
|---|--|------------------------------|
| AWARD Civilian of the Quarter | CATEGORY (If Applicable) Category I | AWARD PERIOD Jul - Sep 03 |
| RANK/NAME OF NOMINEE (First, Middle Initial, Last) GS-06/Black, Mike L. | SSN (Enter Last 4 Only) 5678 | MAJCOM, FOA, OR DRU AETC |
| DAFSC/DUTY TITLE 3E751/Driver Operator | NOMINEE'S TELEPHONE (DSN & Commercial) DSN 493-4444 COMM (334) 953-4444 | |
| UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 42 MSG/CEF 300 W. Maxwell Blvd, Maxwell AFB AL 36112-6523 | | |
| RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Col/Carol K. Conner/DSN 493-5555 COMM (334) 953-5555 | | |
| SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) | | |
| <p>CONTRIBUTIONS TO IMPROVE WORK CENTER OPERATIONS/SPECIAL ACTS:</p> <ul style="list-style-type: none"> - Limit quarterly nominations to only 22 lines (25 including category headings) - Limit annual nominations to one single page - Do NOT add achievements on the category heading lines - Use this category for those things done as part of the member's job during the nomination period only <p>OTHER NOTEWORTHY ACHIEVEMENTS:</p> <ul style="list-style-type: none"> - Other significant contributions <p>PARTICIPATION IN COMMUNITY ACTIVITIES:</p> <ul style="list-style-type: none"> - Consider on- and off-base involvement <p>DEVELOPMENT:</p> <ul style="list-style-type: none"> - Self-explanatory (college, CDCs, formal schools, distant learning, CBTs, other) - Limit to only those self-improvement achievements completed during the nomination period | | |

Attachment 6

EXAMPLE CGO/ENLISTED BOARD MEMBER'S SCORE SHEET

CATEGORY: **JEM** / NCO / SNCO / 1ST SGT / CGO
(CIRCLE ONE)

NOMINEE NAME: A1C Harris, Randall M.

UNIT: CAP

AWARD PERIOD: 2d Qtr

| PACKAGE SCORE | | |
|---|--------------------|-----------------------------------|
| LDRSHIP & JOB PERFORMANCE IN PRIMARY DUTY (0 – 35 PTS) | SCORE 29 | COMMENTS: |
| SIGNIFICANT SELF IMPROVEMENT (0 – 5 PTS) | 3 | |
| BASE OR COMMUNITY INVOLVEMENT (0 – 15 PTS) | 9 | |
| SUBTOTAL | 41 | |
| BOARD SCORE | | |
| DRESS AND APPEARANCE (0 – 5 PTS) | 4 | |
| MILITARY BEARING AND BEHAVIOR (0 – 5 PTS) | 4 | |
| COMMUNICATION (0 – 5 PTS) | 3 | |
| BOARD MEMBER'S QUESTION(S) (0 – 5 PTS) | 3 | |
| | 55 | PRINTED NAME: MSgt Carol R. Davis |
| DATE: 27 Jul 03 | TOTAL | SIGNATURE: <i>Carol R. Davis</i> |

Attachment 7

EXAMPLE HONOR GUARD BOARD MEMBER'S SCORE SHEET

CATEGORY: HGM – AIRMAN / **(NCO)**
(CIRCLE ONE)

NOMINEE NAME: SSgt Thomas, Angela

UNIT: 42 MDOS

AWARD PERIOD: 2d Qtr

| PACKAGE SCORE | | |
|--|--------------------|---|
| LDRSHP & JOB PERFORMANCE IN HONOR GUARD (0 – 35 PTS) | SCORE 32 | COMMENTS: |
| SIGNIFICANT SELF IMPROVEMENT (0 – 5 PTS) | 2 | |
| TRAINING, INSPECTIONS AND INITIATIVE (0 – 15 PTS) | 11 | |
| BASE OR COMMUNITY INVOLVEMENT (0 – 15 PTS) | 12 | |
| SUBTOTAL | 57 | |
| BOARD SCORE | | |
| DRESS AND APPEARANCE (0 – 5 PTS) | 4 | |
| MILITARY BEARING AND BEHAVIOR (0 – 5 PTS) | 4 | |
| COMMUNICATION (0 – 5 PTS) | 3 | |
| BOARD MEMBER'S QUESTION(S) (0 – 5 PTS) | 4 | |
| | 72 | PRINTED NAME: MSgt James L. Waters |
| DATE: 27 Jul 03 | TOTAL | SIGNATURE: <i>James Waters</i> |

Attachment 8

EXAMPLE ADDITIONAL DUTY FIRST SERGEANT'S SCORE SHEET

CATEGORY: ADDITIONAL DUTY FIRST SERGEANT (ADFS)

| | | | |
|---|---------------------------|---|-----------------------------|
| NOMINEE NAME: MSgt Smith, Susan | | UNIT: 54 ALF | AWARD PERIOD: 2d Qtr |
| PACKAGE SCORE | | | |
| RESPONSIBILITIES CURRENTLY PERFORMING IN PRIMARY AFSC (0 – 5 PTS) | SCORE 3 | COMMENTS: | |
| ACCOMPLISHMENTS IN UNIT AS ADDITIONAL DUTY FIRST SGT (0 – 25 PTS) | 22 | | |
| FIRST SERGEANT'S COUNCIL INVOLVEMENT (0 – 10 PTS) | 7 | | |
| BASE OR COMMUNITY INVOLVEMENT AS AN ADDITIONAL DUTY FIRST SGT (0 – 15 PTS) | 11 | | |
| SUBTOTAL | 43 | | |
| BOARD SCORE | | | |
| DRESS AND APPEARANCE (0 – 5 PTS) | 4 | | |
| MILITARY BEARING AND BEHAVIOR (0 – 5 PTS) | 4 | | |
| COMMUNICATION (0 – 5 PTS) | 3 | | |
| BOARD MEMBER'S QUESTION(S) (0 – 5 PTS) | 3 | | |
| DATE: 27 Jul 03 | 57 TOTAL | PRINTED NAME: SMSgt Leslie Jones SIGNATURE: <i>Leslie Jones</i> | |

Attachment 9

EXAMPLE CIVILIAN BOARD MEMBER'S SCORE SHEET

CATEGORY: CIVILIANS – CAT I / CAT II / CAT III
(CIRCLE ONE)

NOMINEE NAME: Ms. Cynthia Wilson

UNIT: OTS

AWARD PERIOD: 2d Qtr

| PACKAGE SCORE | | |
|--|--------------------|--|
| CONTRIBUTIONS TO IMPROVE WORK CENTER OPERATIONS/ SPECIAL ACTS (0 – 13 PTS) | SCORE 10 | COMMENTS: |
| OTHER NOTEWORTHY ACHIEVEMENTS (0 – 4 PTS) | 2 | |
| PARTICIPATION IN COMMUNITY ACTIVITIES (0 – 4 PTS) | 3 | |
| SELF DEVELOPMENT (0 – 4 PTS) | 2 | |
| | 17 | PRINTED NAME: Robert B. Graves, GS 14 |
| DATE: 27 Jul 03 | TOTAL | SIGNATURE: <i>Robert Graves</i> |

Attachment 10

EXAMPLE SUBMISSION LETTER

**DEPARTMENT OF THE AIR FORCE**
AIR UNIVERSITY (AETC)

5 Nov 03

MEMORANDUM FOR 42 ABW/CC

FROM: HQ AU/CCQ
55 LEMAY PLAZA SOUTH
MAXWELL AFB AL 36112-6335

SUBJECT: Maxwell-Gunter Quarterly Awards Nominations (1 Jul – 30 Sep 2003)

1. I nominate the following individuals for the Maxwell-Gunter Quarterly Awards:

| | |
|--------------|---------------------------|
| JEM: | SrA Jane Parker – GTNCOA |
| NCO: | SSgt John Brown – CARE |
| SNCO: | MSgt Doug Jones – CEPME |
| CGO: | Capt Carol Smith – AFOATS |
| CIV Cat I: | Negative Reply |
| CIV Cat II: | Susan Harris – CAP-USAF |
| CIV Cat III: | Bart Conner – HQ AU |

2. If you need any additional information, please contact SrA Edwin J. Hernandez at 493-3385.

//Signed//
HEATHER L. BRADLEY
Colonel, USAF
Commander, Headquarter Squadron Section

Attachments:
AF Forms 1206 for all categories

Attachment 11

EXAMPLE BOARD PRESIDENT'S MASTER SCORE SHEET

CATEGORY: JEM / NCO / SNCO / CGO / CIV CAT _____ /
 1ST SGT / ADFS / HGM-_____ / OTHER _____
 (CIRCLE ONE)

| RANK/GRADE AND NAME OF NOMINEE | UNIT | Board Member #1 | Board Member #2 | Board Member #3 | Board Member #4 | Board President's Ranking (Tie Only) | COMMENTS |
|-----------------------------------|---------|-----------------|-----------------|-------------------------------------|-----------------|---|----------|
| SSgt Andrews, Anthony J. | 42 SFS | 68 | 71 | 70 | 67 | | |
| SSgt Boyle, Catherine L. | 42 ADOS | 67 | 68 | 65 | 69 | | |
| TSgt Brewer, Karen S. | SSG | 66 | 69 | 66 | 68 | | |
| TSgt Calvin, Doyle | CCAF | 68 | 68 | 67 | 66 | | |
| SSgt Thomas, Bobby J. | 42 MSS | 67 | 66 | 68 | 67 | | |
| TSgt Watkins, Deborah C. | AFLMA | 58 | 61 | 60 | 54 | | |
| SSgt Woods, Kenneth D. | Hq AU | 69 | 68 | 68 | 67 | | |
| TSgt Young, Alva M. | MEPS | 72 | 70 | 73 | 71 | | |
| DATE: 27 Jul 03 | | | | PRINTED NAME: CMSgt Allan Q. Mosley | | | |
| | | | | SIGNATURE: <i>Allan Q. Mosley</i> | | | |

Attachment 12

BOARD PRESIDENT'S GUIDE

The purpose of this guide is to assist you as the Board President in ensuring the board runs smoothly and professional and the nominees feel good about having had quality evaluations.

A12.1. Ensure you know the ranks, names, and units of your fellow board members.

A12.2. Ensure the nominees ranks and names are written on the score sheets that are provided in your board's packages.

A12.3. Explain the criteria for review of the packages and ensure each Board Member:

A12.3.1. Focuses on the information listed on the AF Form 1206, **Nomination for Award**, and scores each package accordingly.

A12.3.2. Recognizes that the quantity of information provided on the AF Form 1206 is not and should not be the determining factor.

A12.3.3. Remembers that the quality of information provided on the AF Form 1206, for the period being considered, is the most significant discriminator and of extreme importance.

A12.3.4. Is reminded that in order to be fair and consistent in their scoring, they **MUST** set aside all prejudices and evaluate the packages in accordance with the guidelines as provided in MAFBI 36-2802, *Wing and Team Maxwell/Gunter Quarterly and Annual Recognition Programs*.

A12.3.5. Provides an honest, objective, and unbiased review/evaluation of all nominations; continuing the integrity and credibility our program is noted for.

A12.4. Ensure all Board Members score each nominee or package and provide you with their Total Score.

A12.5. Ensure you use the Board President Master Score Sheet to consolidate the information provided by each Board Member.

A12.6. Once they have provided you with their scores, have them pass their score sheets to you for review and pass them to your Board Recorder so the scores can be entered onto the master score sheet.

A12.7. Upon completion of the entire evaluation process, remind the Board Members not to discuss their scores with each other or anyone else until after the winners are announced by the 42 ABW/CC.

A12.8. Thank each Board Member for their participation and efforts in making our recognition program a meaningful and successful one.

A12.9. Ensure all items used or pertaining the the board (score sheets, packages, pencils, calculators, etc.) are returned to the Recognition Program Monitor, 42 ABW/CCCA, for filing or future use.

Attachment 13

BOARD PRESIDENT'S CHECKLIST

A13.1. Pre-Board

A13.1.1. Check room set-up

A13.1.2. Ensure Greeter and Board Recorder are present.

A13.1.3. Introduce yourself to the members and each other.

A13.1.4. Discuss the board procedures and review questions.

A13.2. Conducting the Board

A13.2.1. Welcome, congratulate, and put nominee at ease.

A13.2.2. Introduce yourself as the Board President, then your fellow board members by rank, name and unit.

A13.2.3. Explain proceedings to nominee, define questions to be asked.

A13.2.4. Encourage nominee to start by telling the board a little about themselves (career, family, short/intermediate/long term goals, etc.)

A13.2.5. Begin board questions.

A13.3. Finishing the Board

A13.3.1. Ask the nominee if they have any questions they would like to readdress or closing comments they would like to make to the board members.

A13.3.2. Instruct the nominees not to discuss the questions or board process with anyone as it may compromise the process and give others an unfair advantage.

A13.3.3. Offer closing congratulations.

A13.3.4. Dismiss nominee.

A13.4. Post-Board

A13.4.1. Pass all scoring sheets to Board Recorder and validate scores.

A13.4.2. Discuss and rescore applicable packages (as necessary).

A13.4.3. Gather all score sheets, surplus documents, supplies, folders and binders.

A13.4.4. Ensure room is left in a neat and orderly manner.

A13.4.5. Thank and dismiss the Board Members.